

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 3515
Approved by C.S.B.
October 2, 1996

LIBRARY TECHNICIAN

DEFINITION

Under general supervision performs clerical and technical paraprofessional library work; may be responsible for specialized library clerical functions; performs other related work as required.

DISTINGUISHING FEATURES

This is the journey level paraprofessional library classification, requiring a thorough knowledge of library techniques, functions, services, and the means for their most effective implementation. This knowledge is gained either through formal education in library technology, or through considerable and varied library work experience.

EXAMPLES OF DUTIES

1. Performs basic reference, circulation, and customer service duties at the Main, Children's or Branch Libraries.
2. Advises patrons regarding available materials in various subjects and for various ages and interests.
3. Assists patrons in the use of on-line library catalog.
4. Determines charges to be made for damaged materials; computes and collects fees and fines.
5. Performs public relations work including preparation of displays, exhibits, news releases and publicity materials; conducts library tours.
6. Coordinates school and library functions; visits schools; gives book talks and tells stories for children's programs.
7. Performs general filing, typing, shelving, sorting, repair and restoration of library materials and various other clerical duties involved in operations such as overdues, interlibrary loans, serials control, and mail routing; prepares new books for circulation and assists in cataloging and technical processing.
8. Prepares and maintains statistical records; prepares various reports.
9. Maintains and updates various records and files; may prepare payroll information.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school supplemented by two years of college course work.

Experience: Substantial clerical and technical library experience.

Knowledge

Knowledge of modern public library functions, services, practices, procedures, terminology and materials; modern library equipment operation, including electronic information retrieval systems and online catalogs; library classification, circulation and cataloging.

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EMPLOYMENT STANDARDS (cont.)

Ability

Ability to effectively perform journey level paraprofessional library work; administer assigned services and functions; perform technical library tasks and operate computerized and other library equipment with speed and accuracy; interpret, apply and explain established policies and procedures; establish and maintain accurate records; prepare reports; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public.

Keyboard Skills

Ability to perform computer keyboard work and routine typing with speed and accuracy.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

Special Requirements

Willingness and or ability to work rotating and/or irregular shifts, including nights, weekends and to adjust work schedules as needed.